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# Memorandum

TO : Registrar/TR

DATE: 24 February 1964

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities Report No. 7  
17 February - 21 February 1964

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1. The external training requirements sheets were given to [REDACTED] 20 February. We have asked them to give us their Office requirements for external training and also to up-date our list of authorizing officials on external training matters. As soon as we have received additional requirements sheets, they will be forwarded to [REDACTED]. I will forward the requirement sheets directly to the IG, General Counsel and Ex. Dir. - Compt.

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2. At the request of [REDACTED] I called Colonel Quillian, Armed Forces Staff College, and gave an interim report to their invitation for the Director to speak on 8 April. Unfortunately the Director and General Carter have previous commitments. The Director has asked the Executive Director to speak in his place. As Mr. Kirkpatrick will be out of town until 24 February, he will let the school know if he will be able to give the presentation.

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3. [REDACTED] who recently completed the Advanced Management Program at Harvard, turned in his accounting which was processed and forwarded to Confidential Funds Division. It has been traditionally understood that we authorize \$16.00 per day for the entire period and it has also been understood that the tuition bill of \$2750 included a room fee.

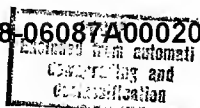
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However, this time Harvard submitted an itemized bill instead of the usual tuition bill. As a result the "indians" in Finance, doing their job, audited the room payment out. I called [REDACTED] and asked him if there were anything in writing on this procedure. He made a thorough check of the Executive Registry and found no paper which authorized the full per diem or any mention of financial arrangements with Harvard. I then called [REDACTED] Chief, Confidential Funds Division, and apprized him of the situation. He in turn met with [REDACTED] and some other gentlemen to discuss the problem. He called this morning and said there had been a difference of opinion but would let me know what to do when a decision had been made.

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This might be an item for the Training Selection Board prior to the enrollment of our next candidate. They may wish to recommend an increased per diem to cover the room bill and out of pocket expense of the students.

4. Reference my Weekly No. 1, dated 8 January 1964, concerning Dutch language tutorial training arranged by [REDACTED] -- at that time one of the two students vaporized without our knowing it. The contract was redrawn for one student. Thursday I was informed by WE that the last day of instruction will be 3 March. I will not withdraw the student until the Acting Senior Training Officer, [REDACTED], checks into the matter.

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